

# OLD vs. NEW PROCESS

(Contracts \$50,000 and less)

- **B/H/W Program**

- Department obtains a minority vendor certified list from DBD based on the NAICS code.
- Solicit a minimum of three quotes from non-minority vendors and one from a minority vendor.
- Note in ADPICS the unavailability of minority vendors.

- **SBE Program**

- Expend 5% of purchases with Micro Enterprises.
- Department to identify Micro Enterprises by commodity code via [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd).
  - Select *reports*
  - Select *certification list*
  - Select *Micro firms either by trade category, company name, and commodity codes*
- Solicit a minimum of two quotes from non-Micro Enterprise vendors and two from Micro Enterprises.
- Apply 10% bid preference on quotes from Micro Enterprise firms, example:

Non-Micro Quote 1		Micro Quote 2	
\$10.00		\$10.00	
0.00%		less: 10%	
Total	\$10.00	*\$9.00	

**\*For evaluation purposes only**

- If 5% not met, DBD shall notify the department and it shall provide justification on Micro Enterprise (ME) Usage Report (see page 11).
- Department responds to the report 1 via ME Usage internet-based application.